

DOLLY KUVADIA Company Secretary (ACS 65776), Governance & Compliance PC Firm	:dolly.kuvadiah@gmail.com	: +919819891861	
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Professional with experience of 2.5 years in delivering secretarial compliances and corporate audits focusing on Secretarial Compliances/Statutory Audit/Due Diligence/ Corporate Governance as per the rules and regulations laid by Ministry of Corporate Affairs of India and SEBI Guidelines.

Past Experience

Dheeraj Realty| Senior Executive – Company Secretary| Nov 2017 – Nov 2019 | Semi Qualified CS

- Adhere to Secretarial Compliances for a group of Private Limited Companies as per the Companies Act 2013/1956. Participating into Corporate / Financial audits, corporate governance, due diligence and annual compliances activities applicable as per various regulators.

Freelance Consultant – M. K Saraswat & Associates, Practicing Company Secretary| Consultant | Mar 2017 – Nov 2017 | Semi Qualified CS

- Adhere to Secretarial Compliances for Public/Private Limited Companies as per the Companies Act 2013/1956.
- We Internet Limited| Compliance Officer – Company Secretary | Aug 2016 – Mar 2017 | Semi Qualified CS**
- Assisting and Teaming up with various Consultants to revive De-Listed Public Limited Company and comply with BSE, SEBI and ROC Compliances.

AMW Motors Limited | Management Trainee – Company Secretary | Nov 2014 – Aug 2016 | Semi Qualified CS

- Learning & Adapting to compliances related to Public / Private Limited Company as per Companies Act, SEBI, SEBI(LODR), BSE compliances and other statutory and regulatory obligations.

Freelance Consultant – Rishabdev Technocable Limited | Consultant | May 2013 – Nov 2014 | Semi Qualified CS

- Adhere to Secretarial Compliances for Public/Private Limited Companies as per the Companies Act 1956 and SEBI / BSE Compliances.

Skills

• SEBI Guideline	• Audit and Compliances	• Board Meetings
• Regulatory Framework	• Corporate Governance	• NCLT Matters
• ROC Compliance	• Statutory and Regulatory Compliances	• Mergers & Acquisitions
• Tax Compliance	• Due Diligence	• Listed company compliances

Personal Details

Education: CS (Company Secretary) – ACS65776 |Institute of Company Secretaries of India (ICSI) | B.Com(2011)| M. L Dahanukar College| University of Mumbai |

DOB – 26th JUNE 1990 | Personal Interests – Playing Badminton